

Executive Registry

83-1680

23 March 1983

MEMORANDUM FOR: Deputy Director of Central Intelligence

VIA: Executive Director

FROM:



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Chairman, DCI Secretarial/Clerical Management Advisory Group

SUBJECT: Invitation to Greet Secretarial and Clerical Employees on 26 and 28 April 1983

1. The DCI Secretarial/Clerical Management Advisory Group is sponsoring a program in the auditorium with the theme: The effect of ADP and word processing on skills, grades, and working conditions of secretarial and clerical employees. We will sponsor identical programs on Tuesday, 26 April, at 1000 hours and Thursday, 28 April, at 1300 hours. The latter program will be aimed at employees located in other buildings and bus service will be provided.

2. The programs will each last about two hours and two speakers have been invited. Chief, Building Planning Staff, OL, will speak first and give a briefing on plans for the new building and how computer equipment and ADP work stations will influence the interior design and decorating plans for both the new building and the present Headquarters building. Chief, Position and Management Division, OP, will speak on the effect of ADP and word processing on skills and grades of employees and what actions PMCD has initiated to prepare for the changes that will evolve.

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3. We would be most appreciative if you would have the time to greet the secretarial and clerical employees at the beginning of each program. A quick hello would be fine, but feel free to spend as much time as you like with us. Even though the programs are being held during National Secretaries' Week, clerical employees have been invited to attend, and it would be nice if any remarks you make are addressed to both groups. We look forward to seeing you.

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X I accept the invitation for Tuesday, 26 April, at 1000 hoursX I accept the invitation for Thursday, 28 April, at 1300 hours       I am sorry, I must decline.

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